

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DPS0747001**

Date Posted: **09/10/12**

POSITION NO: 944112

Closing Date: **09/21/12**

CLASS CODE: 2240

POSITION TITLE: **POLICE PROPERTY CLERK**

DEPARTMENT NAME: **Navajo Police Department**

DEPARTMENT NO: **74** WORKSITE LOCATION: **Crownpoint, New Mexico**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R560A**

Days: Monday - Friday Permanent: ☒ SALARY:

Hours: 8:00 am to 5:00 pm Temporary: ☐ Duration:                      \$ **19,136.00** Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 \$ **9.20** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty in maintaining and distributing police property and equipment; maintains appropriate records for identification and tracking; performs related work as assigned.

Maintains inventory on police equipment; issues property receipt to officers for equipment received; conducts physical inventory on police units, equipment and supplies; investigates missing, stolen or lost equipment reports; receives, inspects and assigns newly acquired property; maintains records for identification and tracking of equipment and supplies used; maintains storage space and records stored equipment; returns excess and obsolete property. Prepares work orders for vehicle maintenance service and/or; maintains vehicle records and logs of service; completes monthly mileage reports on vehicles; issues uniforms, issues ammunition for firearms re-qualifications; keeps scores during re-qualification; may dispatch in radio room if needed; picks up mail and payroll when requested; attends training and staff meeting

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

One (1) year of clerical experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc...)***

**Special Knowledge, Skills and Abilities:**

Knowledge of record keeping methods and techniques. Knowledge of basic report writing. Knowledge of inventory control methods. Knowledge of standards office procedures and practices. Skill in simple mathematical calculations. Skill in completing recurring reports. Skill in verbal and written communication. Skill in establishing and maintaining effective working relationships.

**License/Certification Requirements:**

Must possess a Valid State Driver's License.

**VETERAN'S PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**